

## **NOTICE OF VACANCY**

**AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:**

**MONDAY - FRIDAY**

**9:00 A.M. - 4:00 P.M.**

**After the recruiting period is expired, the applications will be referred to the respective department.**

<b>JOB TITLE:</b>	<b>Pre-Construction Engineer</b>
<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>SALARY:</b>	<b>\$58,023</b>
<b>BEGINNING DATE:</b>	<b>January 22, 2004</b>
<b>CLOSING DATE:</b>	<b>open until filled</b>

### **MINIMUM QUALIFICATIONS:**

**BA/BS in related occupational field of study. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities. Considerable knowledge of principles and practices of survey and design, transportation planning, design, and construction. Proficiency in preparing technical reports, estimates construction, cost records, managing and supervision. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate department personnel. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.**

### **MAJOR DUTIES:**

**Reviews consulting engineering plans and specifications and recommends contracts. Provides technical services and support. Monitors projects and maintains current status reports. Evaluates County highway and drainage needs and coordinates projects with the State Department of Transportation. Resolves construction problems. Coordinates the activities of pre-construction consulting engineers and serves as resource to subordinate personnel. Hires, trains, supervises and evaluates subordinate staff. Assists in budget preparation, personnel changes, long range planning and annual reports.**

**ROOM 601 MUNICIPAL BUILDING**

**AUGUSTA, GA 30911**

**(706) 821-2306**

**We are an equal opportunity employer.**

**We do not discriminate on the basis of race, religion,  
color, sex, age national origin, or disability.**